

**UTAH ARMY NATIONAL GUARD
2nd BATTALION (MOD), 640th REGIMENT (RTI)
17800 South Camp Williams Road
Riverton, Utah 84065-4999**

NGUT-RTB-Y

01 OCTOBER 2012

MEMORANDUM FOR Office Candidate School Students

SUBJECT: OCS Information Letter

1. Welcome and congratulations on your decision to attend the Officer Candidate School at Camp Williams, Utah. You will discover this school will be fast-paced and demanding. Training will be conducted on drill weekends. Be prepared to be placed in challenging training environments and field scenarios.

2. REPORTING INSTRUCTIONS:

a. Arrival by POV: Report to HQ 640th Regiment (RTI) TASS Complex, 17800 S. Camp Williams Road, Riverton, Utah, on the start date of the course no later than 1800 hrs. Driving directions to Camp Williams can be found on our web site at <http://www.ut.ngb.army.mil/ut640rti>. Click on the -Map to Camp Williams- link on the left hand side.

b. Security: Because of heightened security measures, you must present 2 forms of picture ID to enter Camp Williams.

c. Firearms and Pyrotechnics: Privately owned firearms, ammunition, and pyrotechnics are not allowed on Camp Williams.

3. ENROLLMENT REQUIREMENTS:

a. OCS Packet: Ensure that you follow the Packet Preparation Checklist located on the OCS homepage http://www.ut.ngb.army.mil/ut640rti/2_Battalion/ocs/default.htm.

b. HT/WT: Ensure that you meet height/weight or body fat standards as stated in AR 600-9. Your height and weight will be measured each drill weekend, ensure to arrive in IPFUs to your first formation.

c. Profiles: You **will not** be enrolled if you have a temporary profile, unless profile exists due to OIF or OEF injuries, and you are able to meet minimum physical requirements per para.3i. e. **Physicals:** You must have a physical examination dated within the last 2 years and also a current physical health assessment (PHA).

d. Obligation: Ensure that you have a minimum of 1 year remaining of your service obligation upon course completion. ***Many students are denied enrollment for failure to properly present documentation verifying the below DA PAM 611-21 qualifications.**

4. ADDITIONAL INFORMATION:

- a. Uniforms and Packing list:** You must bring all uniforms and personal items on the required clothing and equipment list posted on the OCS homepage http://www.ut.ngb.army.mil/ut640rti/2_Battalion/ocs/default.htm . **The institute is not a supply source for clothing and equipment.** Uniform wear will be IAW AR 670-1. Civilian attire worn on post must present a professional appearance.
- b. Student information and course information:** These are available on our Home Page at http://www.ut.ngb.army.mil/ut640rti/2_Battalion/ocs/default.htm .

5. Camp Williams Facilities:

- a. Banking:** An ATM is available at our post shopping center (The HUB).
- b. Laundry:** Washers and dryers are available in building 6060.
- c. Medical services:** All medical problems will be referred to a local area hospital.
- d. Post Exchange:** The PX is located in BLDG 6200 and is open from 1000 to 1700 on most days except Sunday and Holidays.
- e. Quarters:** Soldiers for this course will be provided billeting in an open bay barracks along with fellow students. It is highly recommended to have the ability to secure personal items within luggage.
- f. Rations:** Rations are available and are served in the Dining Facility (building 5030). Meal times are listed in the Training Schedule. The first available meal will be the evening of your in-processing day.
- g. Religious Services:** A general Christian service is conducted on most Sundays; Religious Services are dependent on the availability of a Chaplain.
- h. Internet:** Camp Williams billeting does provide wireless internet access within the billets. Passwords are available through the billeting office. The 640th Regiment does not control or provide the wireless access and therefore will not provide the means to utilize the wireless network on any student laptop. If the Soldier desires to utilize the Wireless system they will need to bring a personal laptop.
- i. Mail:** Mail is delivered and picked up daily at Army Garrison Camp Williams Monday through Friday. Due to the nature of the military mail program overnight packages cannot be guaranteed to be delivered the next business day. Consideration for potential delays must be taken on each student's part.

6. Emergency Leave and Pass:

- a. Emergency Leave:** Emergency leave is granted after Red Cross verification. NOTE: Students missing more than four academic hours may be dismissed from the course.
- b. Passes:** Pass is authorized while attending the course. However, students are not authorized to remain off post overnight. Students must sign out before leaving post, and sign in upon returning to post. Sign-in/out forms are located at the Staff Duty Desk in the TASS Complex. Students who fail to sign in/out will be subject to dismissal from the course.

7. Alcohol and Controlled Substances:

a. Alcohol: Abuse of alcohol will not be tolerated. Students who abuse alcohol will be dismissed

b. Controlled Substances: Use of controlled substances must be done in accordance with Utah State Law and Army Regulations. Students found to be in violation will be subject to prosecution under the Utah Code of Military Justice, the Uniform Code of Military Justice, and/or applicable State Law.

8. Off Limits: Female billets/barracks are off limits to male personnel. Male billets/barracks are off limits to female personnel.

9. Open Door Policy: The Commandant has an Open Door Policy for all students. Students should always use the Chain of Command as a first resort.

10. Miscellaneous information: Careful consideration is placed in ensuring all topic areas are covered and the student is notified prior to arrival of this information. Please ensure to utilize sound judgment in determining your own individual needs prior to arrival.

11. POC INFORMATION: If you have any further questions, please utilize the following to gain additional information with regards to your specific course.

a. Web: Our web site address is <http://www.ut.ngb.army.mil/ut640rti> .

b. Staff Duty: After normal duty hours contact the Staff Duty Office at (801) 878-5442.